

Creating an ePLACE Account

Existing Licensees

Visitors to ePLACE must create an account in order to access most system features. Creating an account is quick and easy and allows immediate access to the system. Following are step-by-step instructions for creating an ePLACE account.

Note: You will have the option of registering your account under an individual name or a business name.

1. Accessing the Portal:

There are several ways to navigate to the ePLACE portal. To go there directly, please click [here](#). Alternatively, you can navigate to the portal through our website: www.mass.gov/abcc. From there, you can click on the link in the lower right side of your screen.

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA, 02114

Home Licensing Division Enforcement Division Download Forms FAQ's

Search
Input Search Query
Select an Area to Search ABCC
Submit

Email & Bookmark
f t g+ i+ More

2016 STATE RENEWALS
(Enter)

FREQUENTLY ASKED QUESTIONS
(Enter)

2016 Direct Wine Shipper Annual Report
(Enter)

REGULATIONS & DECISIONS
(Enter)

FORMS & APPLICATIONS
(Enter)

PAY ONLINE
(Enter)

SPECIAL LICENSES & PERMITS
(i.e. one day licenses)
(Enter)

ADVISORIES & GUIDELINES
(Enter)

COMMISSION CALENDAR
(Enter)

CONTACT US
(Enter)

LOCAL LICENSING AUTHORITIES
(Enter)

HOW DO I...
(Enter)

ENFORCEMENT DIVISION
(Enter)

LICENSING DIVISION
(Enter)

PRACTICING BEFORE THE ABCC
(Enter)

SIGN UP FOR EMAIL
(Enter)

ANNUAL REPORTS
(Enter)

RECORD REQUESTS
(Enter)

OUTREACH ENROLLMENT
(Enter)

NEWS AND UPDATES

- [2015 Holiday Season Compliance Reminder](#)
- [ABCC Advisory Regarding 2016 Increase from 5 to 7 Package Stores](#) PDF NEW
- [2016 Holiday Calendar](#) PDF NEW
- [ABCC Annual Report 2015](#) PDF NEW
- [ABCC Transition Report 2014](#) PDF NEW
- [ABCC Advisory Regarding Alternating Proprietorships and Contract Brewing](#) PDF NEW
- [ABCC Advisory Regarding Fire and Building Safety Checklists](#) PDF NEW
- [Notice on Retail Application Changes](#) PDF
- [Petio Advisory](#) PDF
- [ABCC Advisory on Powdered Alcohol](#) PDF
- [2015 Compliance Reminder](#) PDF
- [List of State Licensees](#) PDF
- [List of Dry Towns](#) PDF
- [List for Authorized Sources for 1-Day Licenses](#)
- [Licenses and Transfers Schedule](#) PDF
- [eLicensing and ePermitting Portal](#)

RELATED LINKS

- [Department of Revenue \(DOR\)](#)
- [Division of Unemployment Assistance \(DUA\)](#)
- [Department of Industrial Accidents \(DIA\)](#)
- [Alcohol and Tobacco Tax and Trade Bureau](#)
- [Food and Drug Administration](#)
- [Federal Trade Commission](#)

Creating an ePLACE Account

2. Homepage:

Once you arrive at the ePLACE home page, you will see a message welcoming you to the ePLACE Portal.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

Home Manage Licenses & Permits File & Track Complaints

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal

The Commonwealth of Massachusetts is pleased to offer access to many licensing and permitting services online. With this Portal, the Commonwealth hopes to help deliver more efficient, convenient, and interactive e-government services.

Options for Licensees & Applicants:

- Apply for, Renew, or Amend a License or Permit Application
- Make Required Payments Online

Options for Consumers and the General Public:

- Check License Status for a Particular Individual or Business Licensee [here](#)

Login

User Name or E-mail:

Password:

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

3. Register for an Account:

In the grey “Login” box, click **New Users: Register for an Account**.

4. Terms of Use:

Please review the terms of use, click the checkbox: “**I have read and accepted the above terms**” and click **Continue Registration**.

Home Manage Licenses & Permits File & Track Complaints

Account Registration

You must provide the following information to open an account:

- User Name and Password
- Contact Information
- E-mail

Please review and accept the terms below to proceed.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might be disclosed to third parties pursuant to the public records law or other laws.

☐ I have read and accepted the above terms.

Creating an ePLACE Account

5. Log in Information:


Once you have agreed to the terms of use, you will be taken to the **Account Registration Page**.

[Home](#) [Manage Licenses & Permits](#) [File & Track Complaints](#)


Account Registration for the Commonwealth of Massachusetts eLicensing and ePermitting Portal
Enter / Confirm Your Account Information


* indicates a required field.

Login Information


* User Name: 


* E-mail Address:


* Password: 

Password Strength
 [Requirements](#)

* Type Password Again:

* Select a Security Question: 

--Select-- 

* Answer: 

Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

Add New

6. Create Username and Password:

Please complete the **Login Information** section by creating a username and password. You will also be asked to provide an email address. The required fields are denoted by a red asterisk.

The password must contain the following:

- A minimum of 8 characters
- At least 1 upper-case letter
- At least 1 number
- At least 1 special character
- User ID cannot be part of the password.
- Cannot be any of your previous 15 password(s)
- Cannot be a password that you have used previously

Creating an ePLACE Account

7. Contact Type:

Each account requires information for *at least* one Contact. The contact can either be an individual or an organization. The information provided will be used as the primary contact information for your account and should be kept up-to-date.

Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

Add New

In order to add a contact, please click **Add New** in the Contact Information page and a pop-up window will open. You can choose to register your account as an individual or an organization (business).

* User Name:

abcctestuser

* E-mail Address:

abcctestuser@example.com

* Password:

* Type Password Again:

* Select a Security Question:

Where is your birth place?

* Answer:

Boston

Contact Information

Select Contact Type

*Type: Individual

Continue

Discard Changes

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate two types of contacts with your registration an "Individual" and/or and "Organization".

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

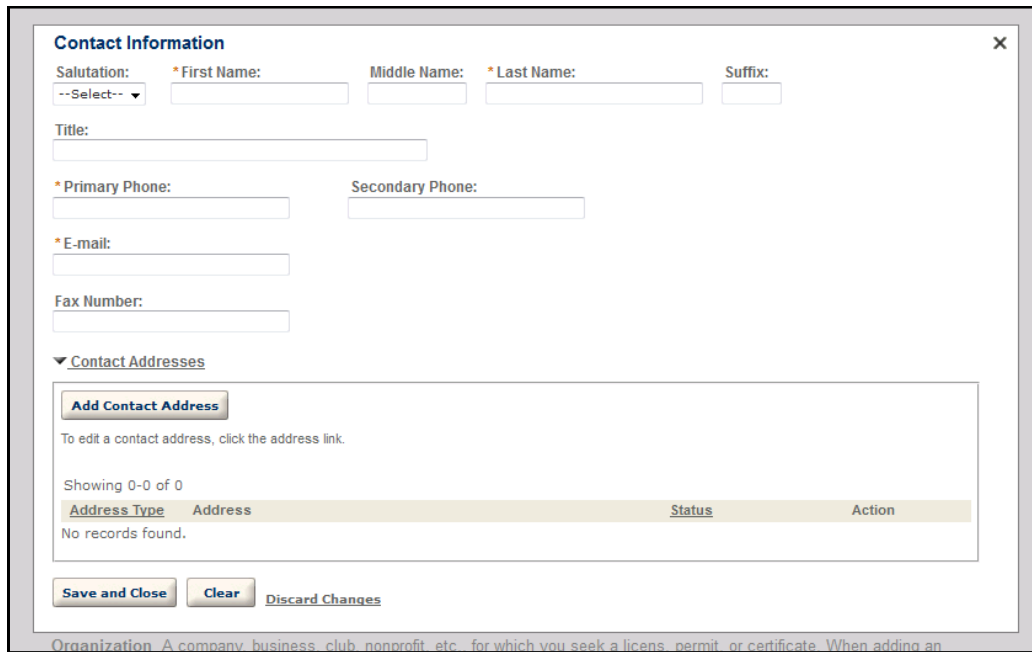
Organization A company, business, club, nonprofit, etc., for which you seek a licens, permit, or certificate. When adding an Organization contact type you will be required to provide a FEIN number.

Select the Contact Type you wish to add and click **Continue**.

Creating an ePLACE Account

8. Register as an Individual:

Choose “Individual.” The following popup screen will appear. Required fields are indicated with a red asterisk.



Contact Information [X]

Salutation: --Select-- * First Name: Middle Name: * Last Name: Suffix:

Title:

* Primary Phone: Secondary Phone:

* E-mail:

Fax Number:

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

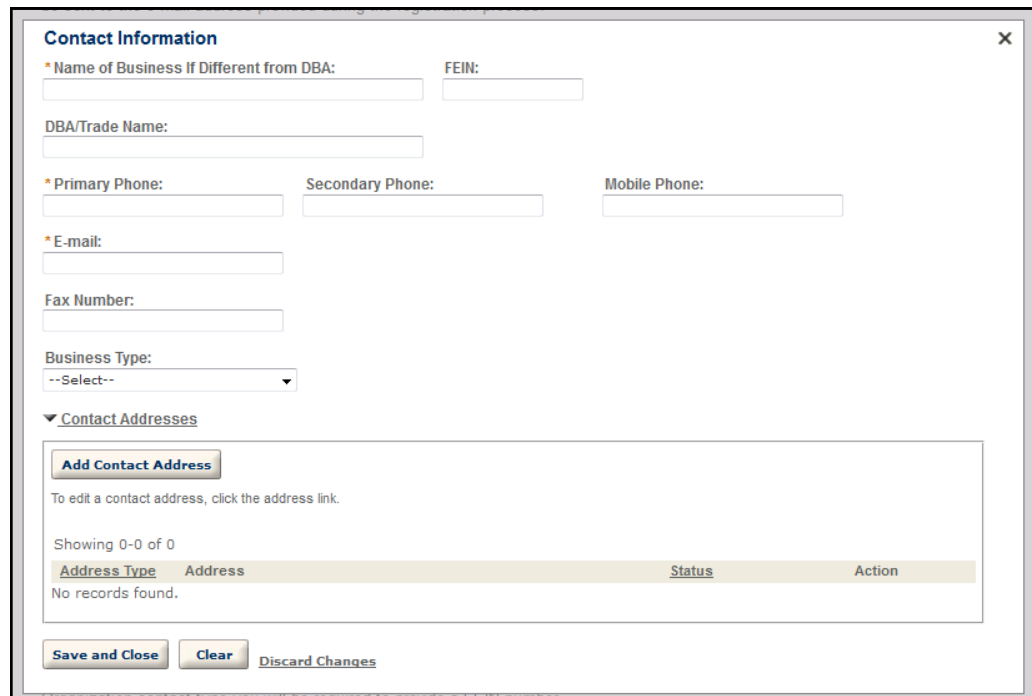
Address Type	Address	Status	Action
No records found.			

[Save and Close](#) [Clear](#) [Discard Changes](#)

Organization: A company, business, club, nonprofit, etc., for which you seek a license, permit, or certificate. When adding an

Register as an Organization:

Choose “Organization.” The following popup screen will appear. Required fields are indicated with a red asterisk.



Contact Information [X]

* Name of Business If Different from DBA: FEIN:

DBA/Trade Name:

* Primary Phone: Secondary Phone: Mobile Phone:

* E-mail:

Fax Number:

Business Type: --Select--

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Address	Status	Action
No records found.			

[Save and Close](#) [Clear](#) [Discard Changes](#)

Organization contact type: you will be required to provide a FEIN number

When complete, click **Save and Close**.

Creating an ePLACE Account

9. Identity Verification:

Once the Contact Information Section has been completed, you will be returned to the Account Registration page. In an effort to reduce the amount of spam sent through the system, you are required to enter this word or phrase to prove you are a human and not a computer. Enter, then click **Continue Registration**.



The image shows a web form for identity verification. At the top, it says "Enter the words below". Below this is a CAPTCHA image showing the number "105" on a keyboard key. To the right of the image are three small blue icons: a refresh button, a volume icon, and a help icon. Below the CAPTCHA image is a text input field. At the bottom of the form is a button labeled "Continue Registration »". A red arrow points from the right side of the form to the "Continue Registration" button.

10. Congratulations:

Once you have successfully registered an account, you will be notified with the following message: "Congratulations. You have successfully created an account with the Commonwealth of Massachusetts ePLACE. You will receive a confirmation by e-mail."

Reminder: If you are a current license or permit holder, **you must link this Portal account to your record before you can complete transactions** such as a renewal or amendment. Please refer to the "Linking Your Account User Guide" for instructions on how to do this.